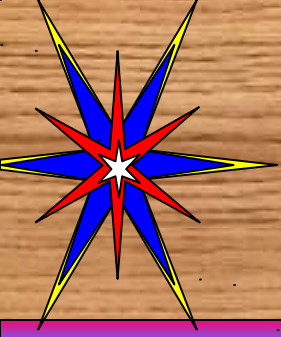


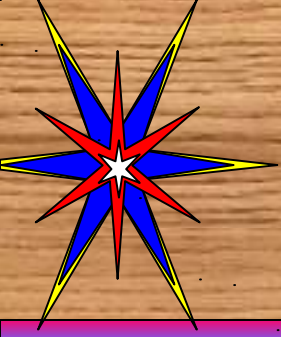
Maintaining Files Enabling Learning Objectives

- 1. Select from a list the regulation that govern ARIMS.**
- 2. Select from a list the file numbers used by a UPL.**
- 3. Given an item that requires filing select from a list the file number to file it under.**
- 4. Identify how long positive and negative results must be maintained.**



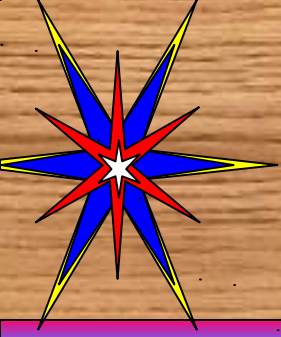
Army Records Information Management System

- ▮ Army Records Information Management System (ARIMS) AR 25-400-2: The Army's System for maintaining records**
- ▮ Within the ARIM system, records are identified and filed by the number of the primary directive, usually an AR, which prescribes their creation, disposition, maintenance, and use.**



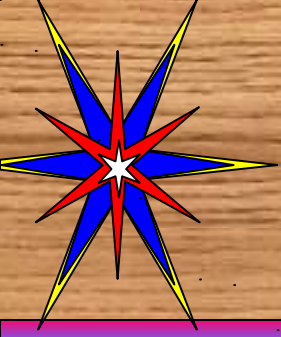
Army Records Information Management System

- ▮ **The file number is the key to ARIMS.**
 - ▮ **It identifies the records for filing and retrieval.**
 - ▮ **The basic ARIMS file number coincides with the same number as the related Army Regulation (600-85).**
 - ▮ **For ASAP files the complete ARIMS file number also includes a two character alphanumerical suffix (a1, b2, c1,...).**
 - ▮ **Example file numbers: 600-85a1, 600-85e2.**



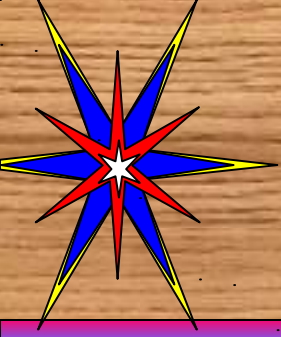
Army Records Information Management System

- ▮ Filing Procedures:**
 - ▮ Use file guides to separate files and to identify subdivisions thus making filing and retrieving a particular file easier.**
- ▮ NOTE: A file guide is nothing more than a dummy folder. A blank folder with ARIMS information but no records. The use of file guides is required.**
 - ▮ Use folders to consolidate, retrieve, and protect the records.**



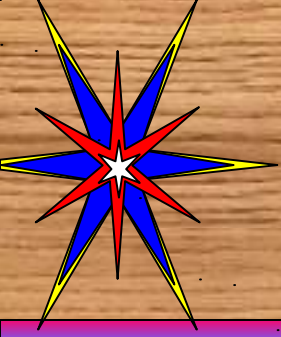
Army Records Information Management System

- ▣ **Labeling Procedures for Files:**
 - ▣ **Label all folders and containers used to store official records.**
 - ▣ **Labels will include the following information:**
 - ▣ **File number**
 - ▣ **File title**
 - ▣ **Year of accumulation (The Calendar or Fiscal Year)**
 - ▣ **Privacy Act system notice number (if applicable)**
 - ▣ **The disposition instructions a “K” or a “T” followed by a number with cutoff date and Destruction date**



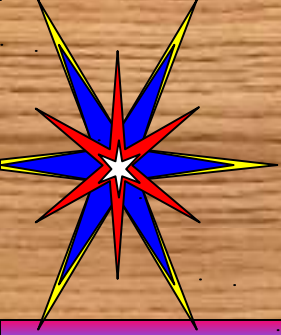
Army Records Information Management System

- NOTE: ACSAP has consulted with the ARIMS proponent and received additional guidance on proper filing of records. The files discussed in this lesson and their disposition instructions are correct. You should use the example at the end of this lesson to create your files.**



Army Records Information Management System

- ▮ Labeling Procedures for Files (Cont):**
 - ▮ If there are several folders under one number, only the label on the first folder of the series must show all of the required label information.**



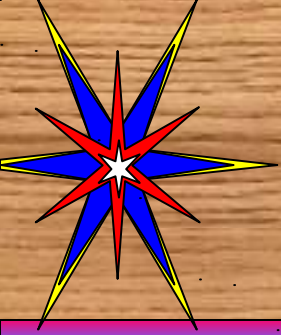
Army Records Information Management System

This is the disposition instructions. It includes the Disposition code (T1), the cutoff (COFF) date for information to be added and the destruction date (DEST). This is the year of accumulation call it anything as long as you can retrieve your files).

60
85

his

DISP
DEST



ARIMS: Filing by Fiscal Year

600-85e1 Positive Results
(05)

600-85e1 Positive Results
(05)

600-85e1 Positive Results
(05)

600-85e1 Positive Results
(05)

600-85e1 Alcohol and Drug Abuse Urinalysis
(05)

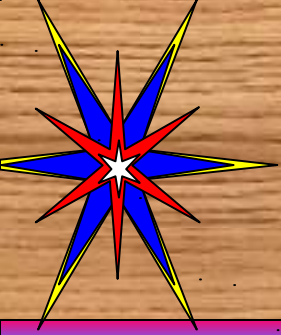
Testing Files - Positive Results

PA SYS: A0600-85DAPE

**This is
the File
Guide.**



DISPOSITION: "T1" COFF 30 Sep 05, DEST



ARIMS: Filing by Calendar Year

600-85e1 Positive Results
(05)

600-85e1 Positive Results
(05)

600-85e1 Positive Results
(05)

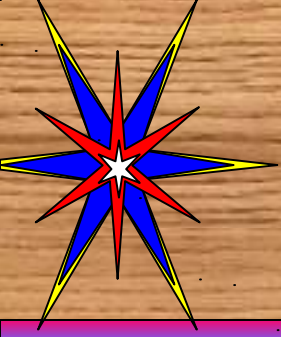
600-85e1 Positive Results
(05)

600-85e1 Alcohol and Drug Abuse Urinalysis
(05)
Testing Files - Positive Results

PA SYS: A0600-85DAPE

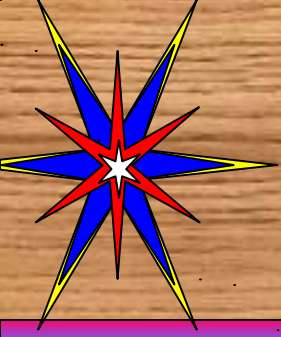
**This is
the File
Guide.**

DISPOSITION: "T1" COFF 31 Dec 05, DEST



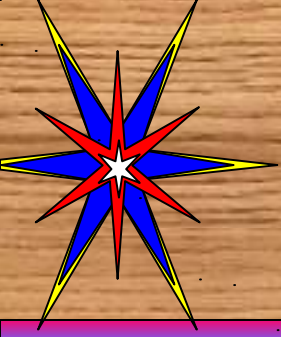
Army Records Information Management System

- ▮ **Arrangement of files can be accomplished by any of the following methods:**
 - ▮ **Date arrangement - chronologically.**
 - ▮ **Simple number arrangement-simple numerical sequence - such as unit designation or project number.**
 - ▮ **Alphabetical arrangement - by subject and name.**



Files Commonly Used by UPLs

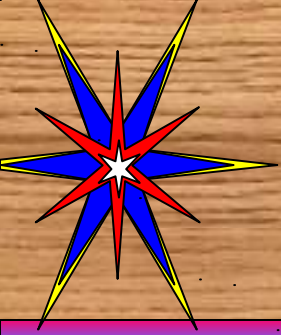
- ▮ **File Number: 600-85a2**
 - ▮ **Title: Alcohol and Drug Abuse Management Files**
 - ▮ **Privacy Act: Not applicable**
 - ▮ **Description: Information reflecting implementation and status of the Alcohol and Drug Abuse Program. Included are reports, lessons learned, and other information relating to prevention, identification, treatment, rehabilitation, evaluation, and research and development.**
 - ▮ **Disposition: “K6”: Destroy after 2 years.**



Files Commonly Used by UPLs

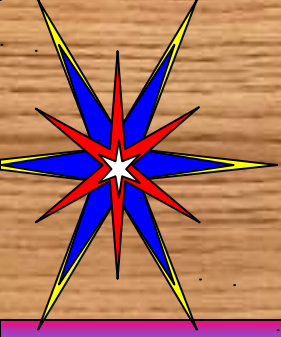
600-85a2 (Cont)

- ▮ UPL will file the following under AR 600-85a2:**
 - ▮ Unit SOPs**
 - ▮ Special test request memorandums**
 - ▮ Copies of inspection reports**
 - ▮ Appointment orders**



Files Commonly Used by UPLs

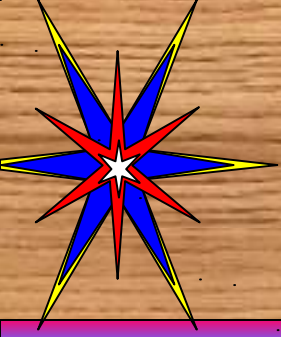
- ▢ **File Number: 600-85b3**
 - ▢ **Title: Alcohol and Drug Abuse Statistics**
 - ▢ **Privacy Act: Not applicable**
 - ▢ **Description: Information reflecting statistics related to the Alcohol and Drug Abuse Program. Included are compilations and related information.**
 - ▢ **Disposition: "K6": Destroy after 5 years**



Files Commonly Used by UPLs

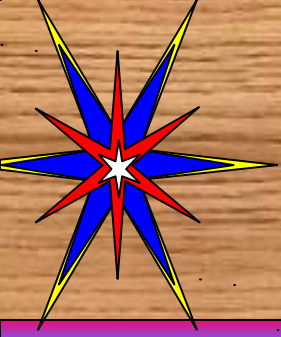
600-85b3 (Cont)

- ▮ UPL will file the following under AR 600-85b:**
 - ▮ Any statistics maintained or provided to the command from the ASAP.**
 - ▮ Risk Reduction Statistics, if the Risk Reduction Program is utilized at your installation.**



Files Commonly Used by UPLs

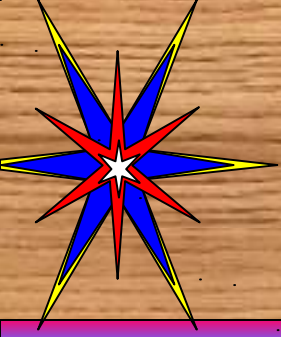
- ▢ **File Number: 600-85e1**
 - ▢ **Title: Alcohol and Drug Abuse Testing Report Files - Positive Results**
 - ▢ **Privacy Act: A0600-85DAPE**
 - ▢ **Description: Copies of DD Form 2624, Specimen Custody Document - Drug Testing, and related documents pertaining to urinalysis testing.**
 - ▢ **Disposition: "T3"; Destroy after 3 years**



Files Commonly Used by UPLs

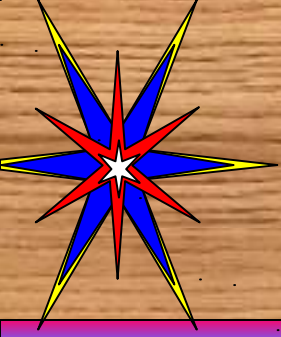
600-85e1 (cont)

- ▣ UPL will file the following under AR 600-85e1:**
 - ▣ Copies of DD Form 2624 with positive results (If required)**
 - ▣ Unit Ledgers with Positive results**
 - ▣ Results of alcohol testing (positive)**
 - ▣ Memorandums titled “Certificates of Correction” on specimens with a positive result**



Files Commonly Used by UPLs

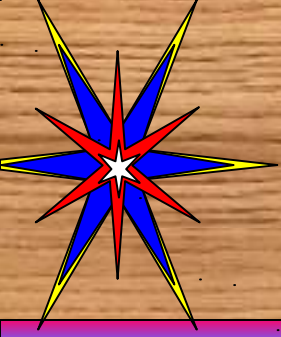
- ▣ **File Number: 600-85e2**
 - ▣ **Title: Alcohol and Drug Abuse Testing Report Files - Negative Results**
 - ▣ **Privacy Act: A0600-85DAPE**
 - ▣ **Description: Copies of DD Form 2624, Specimen Custody Document - Drug Testing, and related documents pertaining to urinalysis testing.**
 - ▣ **Disposition: "T1"; Destroy after 1 years**



Files Commonly Used by UPLs

600-85e2 (cont)

- ▣ UPL will file the following under AR 600-85e2:**
 - ▣ Copies of DD Form 2624 with negative results (If required)**
 - ▣ Unit Ledgers with Negative results**
 - ▣ Results of alcohol testing (negative)**
 - ▣ Memorandums titled “Certificates of Correction” on specimens with a negative result**



Files Commonly Used by UPLs

- NOTE: You will have to make copies of unit ledgers and DD Forms 2624 that have positive results so that you can place a copy in the positive file (600-85e1) and another copy in the negative file (600-85e2).

The four files that must be maintained and their contents

600-85a2: Alcohol and Drug Abuse Management Files

- ▣ **Unit SOPs**
- ▣ **Special test request memorandums**
- ▣ **Copies of inspection reports**
- ▣ **Appointment orders**

600-85b3: Alcohol and Drug Abuse Statistics

- ▣ **Any statistics maintained or provided to the command from the ASAP.**
- ▣ **Risk Reduction Statistics, if the Risk Reduction Program is utilized at your installation.**

600-85e1: Alcohol and Drug Abuse Testing Report Files - Positive Results

- ▣ **Copies of DD Form 2624 with positive results (If required)**
- ▣ **Unit Ledgers with Positive results**
- ▣ **Results of alcohol testing (positive)**
- ▣ **Memorandums titled "Certificates of Correction" on specimens with a positive result**

600-85e2: Alcohol and Drug Abuse Testing Report Files - Negative Results

- ▣ **Copies of DD Form 2624 with negative results (If required)**
- ▣ **Unit Ledgers with Negative results**
- ▣ **Results of alcohol testing (negative)**
- ▣ **Memorandums titled "Certificates of Correction" on specimens with a negative result**

Example file guides

600-85e2
FY05

**Alcohol and Drug Abuse
Testing Report Files -
Negative Results**

600-85e1
FY05

**Alcohol and Drug Abuse
Testing Report Files - Positive
Results**

600-85b3
FY05

**Alcohol and Drug Abuse
Statistics**

600-85a2
FY05

**Alcohol and Drug Abuse
Management Files**

**Disposition "K6" COFF 31 Sep 05,
DEST Oct 08**

**File Guides:
Place
Monthly or
annual files
behind
each guide**

```
graph TD; A[File Guides: Place Monthly or annual files behind each guide] --> B[600-85e2 FY05 Alcohol and Drug Abuse Testing Report Files - Negative Results]; A --> C[600-85e1 FY05 Alcohol and Drug Abuse Testing Report Files - Positive Results]; A --> D[600-85b3 FY05 Alcohol and Drug Abuse Statistics]; A --> E[600-85a2 FY05 Alcohol and Drug Abuse Management Files];
```